



29 May 14

MEMORANDUM

From: Safety Officer, PCU GERALD R. FORD (CVN 78)  
To: Naval Safety Center

Subj: BEST PRACTICE SUBMISSION FOR SAFETY STAND DOWNS

Encl: (1) GRF Summer Safety Expo Objectives and Presenters  
(2) Safety Expo Punch Board

1. Background - Routine Ops

a. Pre-Commissioning Unit GERALD R FORD (GRF) (CVN 78) held its Holiday Safety Stand Down in early December 2013 with nearly 250 personnel aboard – and only three in the Safety Department. Because of space constraints, we held four separate sessions that lasted four hours each.

b. With presenters losing their voices and Sailors squirming in their seats, it became painfully obvious that this method of delivery would become untenable by Memorial Day 2014 when our one year old PCU was forecast to reach nearly 900 personnel.

2. Vision - Don't repeat the past

a. The goal was to raise awareness of historic and trending summer hazards by delivering a creative, imaginative, and memorable event using dynamic and interactive stations that would leave lasting impressions with our Sailors.

b. To foster a more dynamic atmosphere the format for the safety stand down was designed to be similar to an "exposition" where presenters are encouraged to develop more creative and hands-on demonstrations while also allowing for increased audience interaction and participation. We titled the event: "2014 GRF Summer Safety Expo" (SSE).

3. Approach - Be creative and leverage resources

a. Organization

1) While the Safety Department was the office of primary responsibility for the SSE with overall coordinating authority, we leveraged internal and external resources by establishing an SSE Working Group (WG). The SSE WG was established to capitalize on creative input, ensure stakeholder interests were represented, and cultivate a sense of ownership in the group.

2) The SSE WG primarily consisted of internal GRF stakeholders (as shown in Fig. 1 below) with the exception of Environmental Health & Safety representatives from SY and SoS. Inviting the SY and SoS to participate in the SSE and WG proved a mutually beneficial opportunity for building and reinforcing relationships spanning disparate organizational boundaries. The inter-organizational interaction helped to build familiarity, develop networks, encourage collaboration, and – most importantly – chip away at cultural barriers – real or perceived – between agencies. Additionally, SY and SOS were able to directly convey their safety messages to ship's force

(SF) relating to what they were tracking as trending hazards for trade workers and Sailors alike.

b. Themes

1) The topics covered at most summer safety stand downs tend to focus primarily on off-duty activities. Our themes were selected to cover both on- and off-duty hazards due to the unique nature of a new-construction environment (see Figure 1 below).

2) The themes and topics were drawn from:

(a) Historic hazards associated with the 101 Critical Days of Summer as indicated in the "Naval Safety Center FY 2013 Annual Report."

(b) The unique operating environment of a PCU in a new-construction environment during the critical days of summer.

(c) Trending issues as identified by:

i. PCU GRF.

ii. Huntington Ingalls Ind.-Newport News Shipbuilding (SY).

iii. Supervisor of Shipbuilding (SoS) Newport News.

c. Promotion.

1) To ensure a positive and recurring message leading up to and throughout the 101 Critical Days of Summer, the Safety Department identified weekly safety themes by combining historic summer hazards as outlined in the "FY13 Naval Safety Center Annual Mishap Overview" along with the National Safety Council's "2014 Safety Observance Calendar."

2) A communication plan was then developed with the Media Department in order to synchronize messages and provide coverage and distribution through social media starting four weeks prior to the SSE (23 May 2014) and continuing through to Labor Day.

3) The weekly topics/themes were plotted on the Command Safety Calendar and populated with content that could be used by Divisional Safety Petty Officers and/or Safety Program Managers for safety talks or Plan of the Week notes.

d. Format and Execution.

1) The Expo layout consisted of "booths" (tables) staged to allow for an even flow of personnel through static displays and briefers. In this case we used the interior of the Huntington Hall gym and outside at the track & field areas.

2) Briefers and presenters were subject matter experts that, to the maximum extent practical, were external to our command so that GRF Sailors could fully benefit from the event.

3) The GRF Safety Officer sent "Welcoming Letters" to briefers in order to confirm their participation, topics, and points of contact (POC) at GRF. The POCs were primarily Safety and Command Program Managers (E.g., RODS, SAPR, FAP, etc). The POCs were encouraged to reach out to their assigned briefer in order set and manage expectations for the event. Additionally, briefers were highly encouraged to bring hand-outs and other promotional/novelty items to be given out to the Sailors. Sailors used "goodie" bags to collect giveaways as they walked through and interacted with the briefers.

4) Safety Department Personnel and Department/Division Safety Petty Officers (DSPO) were issued t-shirts with command safety logo in order to identify them as "staff" for the event.

5) DSPOs were used to control event flow and "guide" their groups through the expo exhibits. Sailors were invited to wear PT gear and command-issued camelbacks, although water stations were available throughout the Expo.

6) Maximum participation was encouraged by using a custom designed GRF Safety Department stamp card with a square for each safety booth. The stamp cards were distributed to the crew by their DSPOs. The briefers were issued unique ink stamps to mark Sailors' cards after visiting their booth. Sailors turned in their filled stamp cards for prize drawings - and accountability - at the end of the Expo. The first round of prize drawings was held at the conclusion of the Expo (had to be present to win). All cards were retained for weekly prize drawings throughout the 101 Critical Days of Summer.

7) In order to encourage participation in future events, briefers were provided lunch and command safety t-shirts.

4. For more information, please contact the PCU GRF Safety Department at (757) 534-2217/2256.

/s/












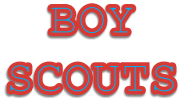



R. J. ALBARADO

GRF Summer Safety Exposition Objectives "101 Critical Days of Summer"			
Focus	Objective	Agency(ies)	GRF Integrator
Historic Summer Hazards	<b>Traffic Safety</b>		
	Motorcycle Safety	MSR	TSC
	Alcohol Awareness	MADD, LEO	DAPA
	<b>RODS</b>		
	Water Safety	VA Marine Police	SAF
	Boating Safety	USCG	SAF
	Summer Sports & Exercise Safety	CFL	
	Camping/ Hiking	Boy Scouts of America	SAF
	Destructive Weather	FFR	OPS
	Heat Stress	MED	
	Fire & Fireworks Safety	NNFD, SYFD, LEO	SEC
	Firearm safety	FFR, LEO	SEC
	ORM, TCRM, Summer Safety	NSC	SAF
Trending Hazards	Shipyards Safety	SY	ENG
	Ergonomics	SOS	SAF
	Electrical Safety	ELECTRO	ENG
	Decision Making	CSADD	SAF
	Suicide Prevention	FFR	CHAPS
	Family Advocacy	FAP	FAP
	Home Safety	NSC	SAF
	Sexual Assault Prevention	FFR	SAPR
	Ergonomics	SOS	SAF
Supporting Elements	Funding	SOS	
	Team Lead for Dept/Div/Crew	DSPOs	
	Set up/Take Down/ Clean Up	Duty Section	
	Food Sales	MWR	
	Funding-if required	SUP	
	Information Campaign	MEDIA	
	Transportation	Air/AIMD	
	Dunk Tank- Fund Raising	MWR	
	Facilities /Venue	Huntington Hall	

Figure 1. 2014 GRF Summer Safety Expo Themes and Supporting Agents

# 2014 GRF SUMMER SAFETY EXPO

## 101 CRITICAL DAYS OF SUMMER

Print Rank/Full Name: \_\_\_\_\_ Department: \_\_\_\_\_